

## **DPL TRUSTEES MEETING MINUTES JULY 11, 2011, MAIN LIBRARY, 7:30PM**

MEETING CALLED BY

DPL Trustees

TYPE OF MEETING

Monthly

CHAIRMAN

Joe D'Amico

SECRETARY

Rachel Tuerck

ATTENDEES

Joe D'Amico, Brad Bauer,  
Michael Chalifoux, Rebecca  
Peluso, Rachel Tuerck

ADDED ATTENDEES

Tim Robertson, Dave  
Eisenstadter, Janice Crowley,  
Lisa Ingemi, Pam Fadden,  
Kristen Overman, Paul  
Reynolds, Robert Rilby, Gary  
Roberts, Don Langenhorst,  
Dianne Bauer, Karen Schaeffer-  
Gadd, Jeanette Evans, Gloria  
Reinhart, Marcia Withium-  
Wilson, Margo Wereta, Pat  
Cronin, Sarah Favot, Cecilia  
Emery Butler

### **1. PUBLIC INPUT:**

#### **DISCUSSION:**

Pat Cronin expressed questions regarding how the trustees could be surprised at the May meeting about the pages being let go. Mr. D'Amico answered that the trustees knew about the lack of funding, but were surprised that termination letters had been sent to the pages. Ms. Tuerck added that while the trustees knew about the insufficient funding from the town, they were hoping to identify other money within the library budget to pay for the pages and were surprised that the termination letters had gone out. Mr. Bauer added that: 1) the trustees needed to approve the action to send out the terminations letters, 2) the trustees knew in February that the town had cut the pages budget but the trustees couldn't tell from

the current financial report format how much money in state aid was available and could possibly be used to pay for pages (side note: Mr. Bauer has been working on improving the report format for the past several months), and 3) the only time trustees can discuss policy is at trustee meetings because of the "Open Meeting" law, which meant that the only time trustees could discuss the matter would be at the May public meeting.

Marcia Withium-Wilson stated concern about the library card privacy issue found on the DLIT Facebook page. Mr. D'Amico stated that would be covered under New Business. Ms. Ingemi clarified that the DPL staff took privacy very seriously and if there was a breach of security, anyone with access to the Minuteman Library Network could have done it, not necessarily a Dedham staff person. Kristen Overman, clarified the point that the web posting stating that an individual did not have a library card was on a Dedham blog page; it was not on the DLIT Facebook page. Mr. Chalifoux added that the MLN was conducting an investigation and reviewing its privacy policy. Gary Roberts, who wrote the blog post in question, stated that as a retired librarian, he knew how to research public records, and never asked anyone at the library if someone had a library card or not. Mr. D'Amico again stated that the issue would be covered under New Business.

## **2. MINUTES OF 6/09/11 MEETING (8:04pm):**

Motion to approve minutes made by Mr. Bauer, seconded by Mr. Chalifoux. The motion passed.

## **3. FINANCIAL REPORT:**

### **DISCUSSION:**

Ms. Lambert has been paying bills and payroll while there is a vacancy for her assistant. Ms. Lambert asked for direction on how to assign bills with line items with the new financial report format created by Mr. Bauer. Mr. Bauer said that nothing has changed, except that the board would like to see items paid for from the 424 State Aid account assigned to the corresponding project number it would have normally been assigned so the board can see the break down on how state aid funds have been spent. Since the new fiscal year has started, it shouldn't be an issue until the DPL starts using that account. Ms. Lambert was concerned about line numbers 5770

and the 5204 regarding supplies and new library materials, saying that some board members were not happy with how some purchases were categorized. Mr. D'Amico suggested the board wait until the new assistant is hired to pay bills before moving forward, which Mr. Chalifoux reiterated. Mr. Bauer made a motion to accept the Financial Report with last year's format; Mr. Chalifoux seconded. The motion passed.

**5. DIRECTOR'S REPORT: (see attached)**  
**DISCUSSION:**

Ms. Peluso asked for the reason for cancelling the staff professional day, since cross training staff would probably help given that we have a thin staff. Ms. Lambert said that a new director will probably have different ideas of who needs to be trained. Ms. Peluso replied that we still have a year until a new director would come on board, and it's still important to address in the meantime. Ms. Lambert suggested revisiting the subject in the fall when staff members are back from summer vacations.

Mr. Bauer asked if the people counter for Endicott had been ordered yet; Ms. Lambert replied not yet but it is on her list to order it.

**CONCLUSION:**

ACTION ITEM	OWNER	DEADLINE
Counter for Endicott Library	Ms. Lambert	FY2012, July

**6. OLD BUSINESS:**  
**DISCUSSION:**

Ms. Peluso asked if Ms. Lambert had checked to see if the library books that would be housed at the schools would count toward our circulation numbers, and Ms. Lambert said yes, they do.

Strategic Plan Update: Mr. D'Amico said that town hall is unable to locate the consultant's contract that was left in the Procurement Office (the Procurement Officer position is currently vacant.) That project is on hold until the contract is located.

Mr. D'Amico offered that he had discovered a company called Compu-Tech that makes a similar people counter that's easy to install, if we need a back-up option in ordering another counter.

Ms. Tuerck asked for the traffic numbers from the counters be added to the Director's report, as well as circulation and program information. Mr. Chalifoux said it was possible to create lists or scripts from the MLN database for additional information. Ms. Tuerck suggested that for now, to keep the metrics high level, on a monthly basis. The other trustees seemed interested in getting the same information on the Director's report.

ACTION ITEM	OWNER	DEADLINE
Add metrics to director's report (number of visitors, circulation numbers, number of programs, number of program attendees)	Ms. Lambert	Next trustees meeting

## 7. NEW BUSINESS (8:22PM)

### DISCUSSION:

Strategic Plan Update (covered a second time): Mr. D'Amico said that town hall is unable to locate the consultant's contract that was left in the Procurement Office (the Procurement Officer position is currently vacant.) That project is on hold until the contract is located.

Termination Policy was discussed. Ms. Tuerck and Ms. Peluso did some research and drafted some language regarding a process and policy for terminations due to budget constraints. Suggestions were made.

2012 calendar: Since both New Year's Eve and Christmas Eve fall on Saturdays this year, Ms. Peluso made the motion to allow the director to close the library for both days; Ms. Tuerck seconded the motion, and the vote passed.

Ms. Peluso asked about an update on the action item for a formal procedure of an on-call back-up list for Saturdays starting in September, especially with the Main open on Saturdays and requiring an additional staff member. The director said it is not a problem, and that the staff will manage with a 3-week rotation schedule.

The posting for the vacant administrative assistant position has yet to go up; Mr. D'Amico will follow up with Nancy Baker at town hall to get an update.

Schools / Public Library Collaboration proposal: Ms. Tuerck outlined the need and proposal for DPL books housed at the school libraries. Mr. D'Amico would like assurance from the MBLC that money spent on books housed at the school libraries will "count" towards the state-required budget percentage for new books and materials. Mr. Bauer moved to start with 872 books (\$13,080), Mr. Chalifoux seconded the motion, and the vote passed.

Privacy Policy: After much discussion and debate about the possible breach of privacy regarding the allegation that a resident asked a DPL staff person if a specific person had a library card, additional wording of the current DPL policy was considered. However, it was decided that the current privacy policy was sufficient as long as staff and patrons understand that any patron inquiries by people not affiliated with library business or police business are not permitted. Mr. Chalifoux added that the Minuteman Library Network was going to investigate to see if they could track any breach from the IT side. Paul Reynolds made a comment that many libraries conduct a "privacy audits." Mr. Bauer agreed to review the current DPL policies, as several policy issues have come up recently and the Dedham Public Library doesn't have a consolidated policy manual. Mr. D'Amico asked the other trustees to think about the process for selecting a new director and will make that an agenda item for the next meeting.

ACTION ITEM	OWNER	DEADLINE
Revised hiring/firing policy draft	Ms. Tuerck and Ms. Peluso	Next Trustees meeting
Follow up with Nancy Baker on posting for admin assistant	Mr. D'Amico	Next Trustees meeting
MBLC assurance that books housed at schools will count towards our new materials budget requirement.	Ms. Tuerck	Next Trustees meeting
Review current DPL policies.	Mr. Bauer	Next Trustees meeting

Consider process for All trustees  
selecting new  
director

Next Trustees  
meeting

**8. EXECUTIVE SESSION:**

The Trustees did not enter into executive session.

**9. NEXT MEETINGS:**

The next Trustee meeting is scheduled for Tuesday, August 16<sup>th</sup> at 7:00pm at the Main Library. Monday, September 12<sup>th</sup> at 7:30pm at Endicott. Tuesday, October 18<sup>th</sup> at 7:30pm at the Main. Ms. Peluso made the motion to adjourn, Mr. Chalifoux seconded it, and the vote passed. The meeting adjourned at 10:05pm.

**ATTACHMENTS:**

1. Agenda (Joe D'Amico)
2. Director's Report (Patricia Lambert)
3. Financial Report (Patricia Lambert)
4. Hires/Terminations Policies draft (Rachel Tuerck and Rebecca Peluso)
5. Library /School Collaboration presentation (Rachel Tuerck and Don Langenhorst)

Respectfully submitted,



Rachel Tuerck, Secretary

Board of Library Trustees  
July 11, 2011  
Main Library  
43 Church Street

Administrative Assistant position is still vacant. If it has been posted I have not been notified.

In the absence of an administrative assistant, no bills have been posted. Payroll has been submitted. It was my understanding that a new schedule regarding what costs came from line items was to be established. I have passed along the financial form created by Mr. Bauer and I have noted the salaries in that form.

Year end close out is done. Library turned back money in salaries (Administrative Assistant position) and professional development.

Mr. Flynn has informed me there is a leak on the flat roof of the Main Library. He is waiting to hear that work can be done, but is waiting for direction.

Staff development day was canceled.

## **Dedham Public Library**

Massachusetts. Minuteman. You.

Patricia A. Lambert  
Director  
43 Church St.  
Dedham, MA 02026  
781.751.9281  
[Library.dedham-ma.gov](http://Library.dedham-ma.gov)

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## STATE AID EXPENDITURES

\$40494.41

vendor	merchandise	line	cost
reliance labels	barcodes	5400-5401	\$ 690.81
brodart	shelving	5200-5239	\$ 1,145.94
tiger direct	receipt printers	5200-5260	\$ 1,287.64
reliance labels	supplies	5400-5401	\$ 18.70
ALA	bookmarks	5400-5401	\$ 176.86
MLN	library cards	5400-5401	\$ 233.19
toshiba	fee (usage)	5200-5204	\$ 9.23
Sen sei	counters	5200-5239	\$ 213.89
MLN	express lane license	5200-5260	\$ 3,350.00
Belmont Springs	water	5200-5204	\$ 52.23
Brodart	supplies	5400-5401	\$ 662.81
Staples	supplies	5400-5401	\$ 96.97
Home Depot	supplies	5400-5401	\$ 13.86
Wellesley Lib	ILL		\$ 9.47
Dedham Westwood	water		\$ 52.71
			\$ 8,014.31
library materials			\$ 18,076.38
encumbered			\$ 3,367.00
			\$ 29,457.69

# DPL EVENTS CALENDAR JULY 2011

Weekday	Date	Library	Room	Reserved for	contact	from	to	# of people	requests	Custodian notified	Staff initials
Mon		Main									
		Endicott									
Tues		Main									
		Endicott									
Fri	7/1/11	Main									
		Endicott									
Sat	7/2/11	Main									
Tues	7/5/11	Main									
		Endicott									
Wed	7/6/11	Main	Children's	Stories with Brianna	Carolyn	10:30 AM	11:30 AM	??		WK	cwd
		Endicott									
Thurs	7/7/11	Main									
		Endicott									
Fri	7/8/11	Main	History	Sarah Gardner Folk Stories	Pat	10:30	12:00	40		yes	cwd
		Endicott									
Sat	7/9/11	Main									
		Endicott									
Mon	7/11/11	Main									
		Endicott									
Endicott	Estate			One World, Many Plays	Carolyn - get tickets in Main Children's	2:00 PM	3:00 PM	60?			cwd
Tues	7/12/11	Main	History	Christmas in July Craft	Carolyn	2:00 PM	3:30 PM	10		WK	cwd
		Endicott									
Wed	7/13/11	Main	Children's	Stories with Brianna	Carolyn	10:30 AM	11:30 AM	??		WK	cwd
		Endicott									
Thurs	7/14/11	Main									
		Endicott									
Fri	7/15/11	Main									
		Endicott									
Sat	7/17/11	Main									
		Endicott									
Mon	7/18/11	Main									
		Endicott									
Endicott	Estate			Creature Teachers	Carolyn- get tickets in Main Children's	2:00 PM	3:30 PM	??			cwd
Tues	7/19/11	Main	History	Christmas in July Craft	Carolyn	2:00 PM	3:30 PM	10		WK	cwd
		Endicott									
Wed	7/20/11	Main	History	Legos Exhibition	Pat/Carolyn	2:00pm	3:00pm	20	Table Set-up	WK	pr



Lambert  
Flynn  
Kieseling

[illegible]

12-Mar	12-Apr	12-May	12-Jun
\$375	\$375	\$375	\$375
\$175	\$175	\$175	\$175
\$175	\$175	\$175	\$175

**SALARIES      001-5510-5100-xxxx**

5100	base (26.1 wks)	5100 longevity	\$ 758,760.00
5106 Director	\$ 86,070.00	5175	
5162 Admin	\$ 40,031.00	5175	
5164 Sr. Custodian	\$ 49,192.00	5175 \$	660.00
5165 jr. custodian	\$ 45,766.00	5175 \$	310.00
5148 Bowman	\$ 42,243.00	5175 \$	390.00
5148 Connell	\$ 35,567.00	5175 \$	-
5148 Cronin	\$ 22,507.00	5175 \$	275.00
5148 Crowley	\$ 42,243.00	5175 \$	230.00
5148 Dooman	\$ 51,561.00	5175 \$	-
5148 Fadden	\$ 42,243.00	5175 \$	230.00
5148 Ingemi	\$ 53,342.00	5175 \$	310.00
5148 Leary	\$ 42,243.00	5175 \$	310.00
5148 McWhirk	\$ 22,507.00	5175 \$	115.00
5148 Reilly	\$ 59,156.00	5175 \$	230.00
5148 Socci	\$ 48,644.00	5175 \$	-
5148 Suci	\$ 59,156.00	5175 \$	230.00
	\$ 742,471.00	\$	3,290.00
5147 pages	\$ 7,000.00		

5175

**PAID ON ANNIVERSARY DATE**

longevity \$150 after 5 years and then \$80 every additional years

Bowman	8/28/89
Connell	
Cronin	11/2/81
Crowley	1/24/00
Dooman	
Fadden	1/15/99
Ingemi	4/22/66
Leary	10/30/95
McWhirk	7/10/00
Reilly	11/29/99
Socci	
Suci	8/14/00
Kieseling	9/9/95
Flynn	5/23/77